



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: 6100004099 INVITATION FOR BID (IFB) FOR ANNUAL CONTRACT FOR PRINTER MAINTENANCE FOR CANON C7000 VP, PRINT SHOP.

Description: The City of San Antonio utilizes an electronic procurement system called SaePS to notify potential bidders of contracting opportunities. While some bid solicitations continue to be advertised in the newspaper, others may be sent only via email to those suppliers and vendors who have registered in SaePS for Spend Categories (NIGP codes) and can provide quotes for particular goods/services.

This letter is intended to inform you that the City is seeking offers for the contract described above. In order to view the solicitation, you must be a registered vendor and select the appropriate NIGP codes for which your firm can provide goods/services. Once registered, you must notify the City Staff "contact person" identified below. The contact person will add you to the list of eligible bidders for this solicitation and you will receive an email notification inviting you to submit a bid. At that time, you will have access to the bidding documents.

Applicable Product Categories: 93660

Date Issued: FEBRUARY 14, 2014

Bid Due Date & Time: MARCH 3, 2014 2:00 P.M.

Pre-Submittal Conference: N/A

Staff Contact Person: Tony Aguilar, Procurement Specialist II,
Tony.Aguilar@sanantonio.gov

To view this solicitation, go to <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view

Finance Department, Purchasing Division

the solicitation and submit a response.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.